

WSIRB GUIDELINES FOR RETENTION OF BOARD-RELATED PAPERWORK

Most Board materials are considered confidential and should be stored in a secure location when not in use. To minimize storage of paperwork related to the Review Board, we suggest you use the following retention guidelines.

The following documents should be retained:

- Complete copies of all Review Board minutes.
- Copies of all proposals, correspondence, and responses from investigators for **proposals for which you are the primary reviewer**, until the project is closed or canceled.
- Copies of proposals that will be discussed in future Board meeting (i.e., any proposal held in abeyance, or carried over to a future meeting because of unresolved issues), until a final disposition has been determined.

All other Board-related paperwork (correspondence, agendas, cover memos, proposals, etc.) may be discarded after the meeting to which they pertain has been completed.